



Duty Statement

CURRENT PROPOSED STANDARD

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| Division | Classification | Position Number |
| Park Operations | Park Maintenance Chief I | 549-732-6232-001 |
| District/HQ Section | Working Title | CBID |
| Central Valley District | Park Maintenance Chief I | S12 |
| Sector/HQ Unit | Reporting Location | Incumbent |
| Facilities Development | Columbia SHP | |
| State Housing (only check if required) | | Supervisor Classification |
| <input type="checkbox"/> Required | | Park Maintenance Chief II |
| Position Description | | |
| <p>The Park Maintenance Chief I works under the general direction of Park Maintenance Chief II within the Facilities Development Program Area of the Central Valley District. The reporting location for this position is Columbia Maintenance Shop at Columbia State Historic Park, in Columbia, Tuolumne County, California.</p> <p>This position has supervisory responsibilities for permanent, seasonal and special program crews. The Park Maintenance Chief I may act on behalf of the Park Maintenance Chief II in their absence. The Facilities Development program area includes a geographically extensive patchwork of park units and may require frequent travel by the Park Maintenance Chief I to support the maintenance programs at Columbia State Historic Park, Calaveras Big Trees State Park and Caswell Memorial State Park. The function of the Park Maintenance Chief I is to plan, direct, organize, and schedule the maintenance program for the park units located within the Programmatic Area of the Central Valley District.</p> | | |
| Essential Functions | | |
| Percentage | Task | |
| 30% | <p>MANAGEMENT AND SUPERVISION</p> <p>Plans, directs, organizes, and controls the Programmatic Area maintenance functions and related activities which lead to the attainment of the Department and District goals and objectives. Directly supervises, guides, counsels and evaluates employees. Recruits, selects, hires and separates permanent employees in accordance with Civil Service procedures and standards. Follows equal opportunity guidelines and provides a harassment free work environment for maintenance employees. Evaluates programs, facilities, and services in the development of appropriate programs, and their implementation in order to achieve district and department maintenance/technical service goals. Coordinates staff to ensure work is accomplished in a timely manner according to standards. Maintains good employee/employer relations, ensures compliance with collective bargaining agreements, and works to achieve the goals of the Department in the area of human rights. Works with outside entities and agencies having mutual interest or responsibility in order to maintain compliance with laws and ensure effective coordination of efforts. Keeps informed of personnel policies and procedures regarding punitive actions, and employee grievances. Remains familiar with the employee labor contracts for appropriate bargaining units under collective bargaining laws. Initiates adverse action as delegated by the State Park Superintendent V and formulates responses to first level employee grievances. Actively promotes safe working conditions and habits within the functions.</p> | |
| 20% | <p>ADMINISTRATION</p> <p>Prepares, reviews, reads and studies correspondence manuals, policies, directives, and orders relative to the maintenance function. Completes controlled correspondence as required when subject matter is related to the facilities development functions. Assists in the preparation, revisions, reviews, and controls of the Programmatic Area maintenance operations budget. Works with the Park Maintenance Chief II to set priorities for the Programmatic Area equipment replacement, Cat I, II, roads, housing, and special project budgets. Analyzes maintenance and equipment maintenance expenditures to ensure maximum efficiency of Programmatic Area funds and ensure that Programmatic Area, District, Department and State policies are followed. Assists in developing and monitoring maintenance contracts. Monitors all maintenance contracts for compliance and develops and reviews specifications for maintenance contracts. Ensures that all maintenance employees are aware of and encouraged to take advantage of training opportunities. Ensures that required training for maintenance employees is completed and that all required certifications are current. Reviews and approves time sheets, purchase documents, plans, purchases and organizes work for optimum effectiveness. Attends meetings as required. As needed, plans and conducts Programmatic Area meetings to accomplish goals.</p> | |

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| 20% | <p>MAINTENANCE</p> <p>Reviews the Programmatic Area's multilevel maintenance program ensuring that generally accepted principles for maintenance of facilities and equipment are followed. Independently plans, organizes and controls the Programmatic Area's maintenance program including all effort directed toward facility housekeeping, facility maintenance, and equipment maintenance. Follows building codes and principles of automated equipment and fleet management. Provides overall guidance and supervision to assure that all facilities, systems and equipment are clean, operable and well maintained and that all repairs are accomplished in an expeditious manner. Reads blueprints, work plans, and specifications. Follows rules and regulations affecting construction and repair work. Updates, maintains, evaluates and monitors facility inventories, maintenance records, schedules guidelines, checklists and maintains standards. Identifies needs, recommends repair methods, and prepares cost estimates. Within Department guidelines, is responsible for the development and implementation of the Programmatic Area's equipment maintenance program. Coordinates all program efforts with the District Maintenance Chief to ensure that inconvenience to the visiting public is minimized, that all grounds and facilities are safe for public use and that work programs are accomplished to provide maximum service to the public. Ensures the maintenance program is in compliance with the hazardous materials handling / storage standards.</p> |
| 15% | <p>RESOURCE MANAGEMENT</p> <p>In cooperation with the Senior Environmental Scientist, Archeologist, and other specialists, participates in the District's effort directed towards visitor impact, erosion control and resource protection. Ensures CEQA conditions are met on specific projects. Ensures that the Public Resources Code (PRC) 5024 process is properly utilized when performing maintenance that may impact cultural resources. Prepares and reviews environmental documents.</p> |
| 10% | <p>TECHNICAL SERVICES</p> <p>Maintains current information on maintenance techniques, water and sewer treatment requirements, hazmat procedures, safety and related areas. Possesses first hand working knowledge of MAXIMO and ensures there is program development and utilization throughout the Sector. Provides assistance to others within the district in utilizing MAXIMO. Ensures that maintenance activities conform to requirements for California Division of Occupational Safety and Health, Department of Health Services, Water Quality Control Board, local Counties, CEQA, PRC 5024 procedures, National Environmental Policy Act, Title 24 Americans with Disabilities Act, and other legal entities. Acts as State's representative on assigned public works projects inspecting work, authorizing changes and approving final payment.</p> |

Marginal Functions

| Percentage | Task |
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| 5% | Performs other job related duties as necessary for operational continuity. |

Typical Working Conditions

- Office environment.
- Daily and frequent use of personal computer and a variety of office software applications at a work station.
- Sit in a normal seated position for extended periods of time.
- Work environment may be have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises.
- May involve some exposure to aggressive visitors.

Special Requirements

- Possession of a valid California Class "C" driver's license.
- This position may be required to work with and travel to other State Park Units located within the Central Valley District.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

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| Supervisor Name (PRINT or TYPE) | Supervisor Signature | Date |
| | | |

Employee Statement

I certify I have read, understand and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.

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| Employee Name (PRINT or TYPE) | Employee Signature | Date |
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